

Minutes of the Judiciary and Law Enforcement Committee - November 12, 2004

The meeting was called to order at 8:30 a.m. by Chair Mitchell. The committee said the Pledge of Allegiance.

Present: Chair William Mitchell, County Board Supervisors Kathleen Cummings (arr'd 8:35 a.m.), Mareth Kipp, Carl Seitz (left at 9:55 a.m.), David Swan (left-10:25 a.m.), Jean Tortomasi (arrived at 8:34 a.m.); **Absent:** Keith Harenda

Staff Present: County Board Chief of Staff Lee Esler, Legis. Associate Sandra Meisenheimer

Also Present: Sheriff Jail Administrator Mike Giese, Inspector Bob Johannik, Deputy Inspector Steve Marks, Captain Meg Schnabl, Lieutenant Connie Acheson, Business Mgr. Tom Koth, Senior Financial Analyst Mike Baniel, Chairman Jim Dwyer

Approve Minutes of October 29, 2004

Motion: Kipp moved, second by Swan, to approve the minutes of 10/29/04. **Motion carried 4 – 0.**

Executive Committee Report by Bill Mitchell

Mitchell said items taken up at the last meeting on October 25 had been considered by the County Board at the meeting of October 26. There will be another Executive Committee meeting on November 15. Also, a seven county meeting is being planned for November 16.

Future Meeting Dates

Committee meetings scheduled in December are on the 3rd and 17th.

Consider Proposed Ordinance: 159-O-077 Amend 2004 Sheriff's Department Budget Expenditure of Seized Funds

Johannik and Koth explained the ordinance, which will allow the Sheriff's Department to expend previously received Federal Seized Asset Forfeiture Funds for the purchase of 10 Taser weapons and associated electrode cartridges (ammunition). Each staff member who will use these weapons will go through a 4-hour training class, including using/firing the weapon 2-4 times during the training. Each staff member will be recertified every two years. Kipp asked what is the furthest distance it can be fired? Johannik said 21 feet.

Motion: Kipp moved, second by Cummings, to approve Ordinance 159-O-077. **Motion carried 6 – 0.**

Power Point Presentation on Staffing for the New Jail

Giese and Schnabl were present for the power point. Giese stated they also have a spreadsheet that shows the staffing, how they are assigned and gives a brief description of what the duties are throughout the course of the day. There also is a layout of the building so the different posts can be located. Giese stated they started very early on in the process keeping in mind that staffing was going to be a sensitive issue. Anytime you build a building or build a major expansion such as this the largest cost will be the operating cost and 80% of it is staff. They took very seriously the directive given by the original committee studying expansion (Chair was Clerk of Courts Evenson) that they were to build a facility that met the county's needs for the future but also to build it in such a way that it would be as efficient as possible to run. Giese said they have done that. They worked laboriously for three years with Kimme & Associates first in the programming phase, then in budget and concept, and eventually in the schematic design. He stated you'll be able to see in the presentation and on the tour some of areas where the building was designed in such a manner that if it hadn't been done that

way it would have impacted staffing directly and caused more staffing. There are things that take up staff time that they have little control over, such as visitations. The whole process was a cooperative effort between the Sheriff's Department and Kimme & Associates. There are 26 ½ positions approved, 20 of which are correctional officers (CO), 17 are newly funded, 3 are refunded that were unfunded for the last 3 years, 4 ½ clerical, and 2 more lieutenants (supervisors). Their original request was for 24 CO's so they are going in light which was done to meet the budget target. They will be able to accommodate the four additional positions by hiring three overfills because of the turnover rate and the County Executive has approved the hiring of a fourth overfill. Next year they will be requesting 5 ½ more positions. For the first year they agreed on a lighter shift relief factor because new staff coming in will not have a large amount of benefit time.

Schnabl continued with a power point of the new jail and showed overall views of the southwest (jail entry, south (coming out of sallyport), and southeast (neighborhood). She continued on with the site plan for the ground, 1st, 2nd, and 3rd floors. Some areas she explained were the video visitation areas, route of delivery of goods from the loading dock to the 1st floor, kitchen area, how intake works (near term housing), the different pods and who is housed in each, and how the floors are configured in Buildings A, B, and C. Mitchell asked will we ever have to ship inmates to other facilities? Giese said we won't say never but their idea was to program out to 2015. Schnabl and Giese also explained the Staff Position Locator spreadsheet in detail as the committee asked questions and discussed.

Tour of the New Jail

At approximately 10:25 a.m. the committee and county board staff went on a tour of the new jail with Giese, Schnabl, Acheson, Koth, and Baniel, as well as Dan Mueller, Project Manager from Adolfson & Peterson Construction.

The meeting adjourned at 11:25 a.m.

Respectfully submitted,

Mareth K. Kipp
Secretary

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